



Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Housekeeper – Florence Elston Inn

Classification: Non-exempt

Reports To: Florence Elston Inn Manager

Job Summary/Objective: To create a clean, comfortable, and safe environment for the Inn guests.

Position Type/Expected Work Hours: Part-time with flexibility to work nights and weekends.

Supervisory Responsibilities:

- N/A

Essential Responsibilities:

- Ensure all rooms are cared for and inspected according to Inn standards
- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Sort, wash, dry and fold laundry including sheets, towels, etc.
- Protect equipment and make sure there are no inadequacies
- Notify manager of any damages, deficits and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate or notify the manager of low inventory
- Adhere strictly to rules regarding health and safety and be aware of college related practices

Required Qualifications:

- 1 – 2 years of housekeeping or professional cleaning experience
- Ability to work with little supervision and maintain a high level of performance
- Customer-oriented and friendly
- Excellent time management skills
- Ability to work efficiently without compromising quality
- Honest and dependable
- Communicate well with Inn manager and staff
- Ability to work with various cleaning chemicals safely

- High school diploma or equivalent

Preferred Qualifications:

- 3 or more years of experience in a hotel/inn hospitality position or housekeeping/professional cleaning environment

Work Environment: Primarily indoors, but also some outdoor work may be required. Inn/hotel setting.

Physical Demands: Requires full range of body motion, including reaching, stooping, kneeling, climbing and walking. Must be able to lift/carry 50+ lbs. Requires standing/walking for extended periods of time, including use of stairs.

Travel: N/A

Deadline for Submission: Review of applications will begin immediately and continue until position is filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to pthousekeeping@sbc.edu.